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http://www.supremecourt.ne.gov/mediation

Nebraska Office of Dispute Resolution:

Mediator Tutorial for Submitting CME and Biennial Reports



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General Information and Instructions

Each individual approved as a Parenting Act mediator shall adhere to the *Nebraska Standards of Practice* and *Ethics for Family Mediators* and comply with the *Policy for Approval of Parenting Act Mediators* to maintain an active approved status.

In order to maintain said status, an approved Parenting Act mediator shall submit a biennial report to the Nebraska Office of Dispute Resolution (ODR), indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. Mediators will use the online mediator profile management system provided by ODR at https://www.nebraska.gov/courts/mediator/index.cgi in order to submit all the necessary information contained in their biennial report.

Reporting occurs over the course of 2 years, due at the end of each even numbered year. The system will close at the end of each reporting period so that records can be archived.

Timeline for reporting:

<u>December 31st of even numbered year</u> – Last day to submit CMEs and biennial report. Mediators who have not submitted complete biennial reports by the following January 31st will result in having their active status being treated as lapsed. Lapsed status includes removing the mediator's name from the approved list. The mediator would need to reapply for active status.

<u>Throughout each subsequent two-year biennial periods</u> - Approved Parenting Act mediators will begin working towards:

- a) completing eight (8) total CME hours of which one (1) hour is ethics and two (2) hours are in the area of domestic intimate partner abuse, child abuse, or unresolved parental conflict.
- b) In addition to fulfilling CME requirements, mediators shall also continue to mediate Parenting Act cases. Two such cases every two years are the minimum number of cases to mediate to sustain active status.

Logging In

In order to view your profile information, submit CMEs, or submit a biennial report, you must proceed to https://www.nebraska.gov/courts/mediator/index.cgi and log in as a user. In order to log in, type in your email address and password in the appropriate fields and then click the "Log Me In!" button.

^{*}Tip: If you forgot your email address or no longer use the same email account ______.



^{*}Tip: These entries are case-sensitive.

^{*}**Tip:** If you forgot your password, click 'Forgot My Password!' at the bottom of the gray login box and it will be sent to the email address associated with your profile

Navigating the Main Page

Once you enter your email address and password and click the [Log Me In!] button, your personal menu page will appear, welcoming you to the profile management system.

Aside from the welcome message, the main component of this page is the light blue menu bar at the top of the page which lists the functions that you can perform. Choose and click a button on the menu to start the process.

- **View Approved Application** Click this menu button to review the application you submitted in order to gain approval as a Parenting Act mediator in the state of Nebraska.
- **Update Contact Information** Click this menu button to edit and update any biographical information that is not current.
- **Report CMEs** Click this menu button to submit CME courses for approval and to review the CMEs you have already reported for the current period.
- **Complete Biennial Report** Click this menu button in order to complete and submit your Biennial Report for the current period.



Maintain Your Personal Information

Review and update your personal information any time that it changes.

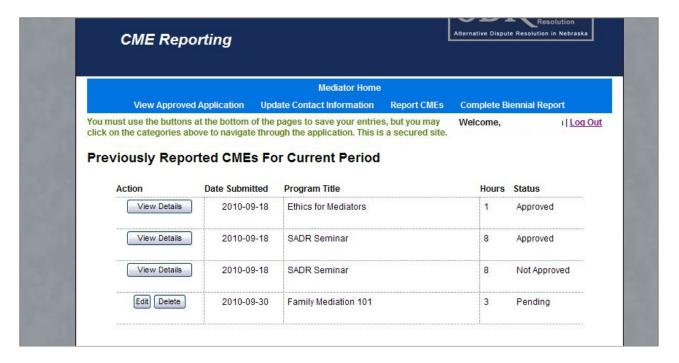
To start this process, click in the field that you would like to change or edit. Delete the old information and enter what is current. When you are done updating biographical information on the page, click [Update]. If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed. This process allows a mediator to update his or her address, telephone, email, employment and other relevant information as it appears on the records of the Nebraska Office of Dispute Resolution (ODR). This information is used by staff at the ODR to maintain contact with Nebraska mediators for reporting and other purposes as well as to ensure that the List of Approved Parenting Act mediators is current for purposes of the State Court Administrator's Office. A limited portion of this information, consisting of data already in the public domain, is made available to the public.



If your changes are accepted, the following message will appear at the top of the page in red text: *Your updated contact information has been saved*. (If message does not appear, review your application for any errors, correct them, and click update. Pay particular attention to any information you entered which is highlighted in red.) If you are satisfied with the accuracy of the information shown on this page, proceed to another page listed in the main menu. If you are not satisfied with the information on this page, you will edit the information that does not meet your satisfaction and click [Update] at the bottom of the page.

Maintaining CME Records

*Tip: Use this mediator profile management system to track your fulfillment of CME requirements throughout the reporting period by adding the events and the hours you actually attended at each event as you attend them during the year. The trainings recorded will make up part of your Biennial Report. You will find it helpful to have at least a rough list of the CME events you attended, with certificates of completion if possible, before you begin the process of updating your CME records.



Previously Reported CMEs for Current Period

CMEs which you have previously submitted will appear in a list at the top of the CME Reporting page. Click [View Details] to review the information you submitted for courses that are either approved or not. Courses listed with a status of 'Pending' are those that have not yet been approved or denied. You may edit or delete the pending course using the appropriate action buttons in the left-hand column. If you edit information for a pending course, be sure to click [Update Course for Approval] at the bottom of the page or [Cancel] to leave the information unchanged.

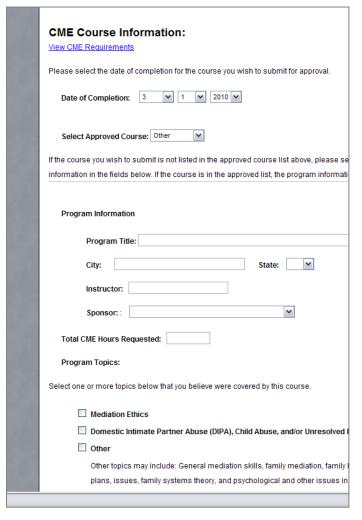
Submit CME Course Information

To start this process, click on [Report CMEs] in the light blue menu bar at the top of the page. While on the CME Reporting page, use the drop down menus to select the month, day, and year on which the course was completed.

Once you select the date, another drop-down menu will appear entitled, 'Select Approved Course'. If the name of the course you are submitting does not appear in the drop-down menu, select 'Other' and enter the pertinent information in the fields provided. If the course is in the approved list, the program information will self-populate for you.

The text box entitled 'Notes' at the bottom of the page can be used to submit any additional information which you feel is pertinent but does not fit into the required fields. Any notes that you submit will be reviewed and considered by ODR staff.

Upon entering all pertinent information, click the check box to confirm that you have



completed the CME hours which you are reporting and then click [Submit Course for Approval]. If you click [Cancel] any previously entered information will be cleared and the course will not be submitted to ODR.

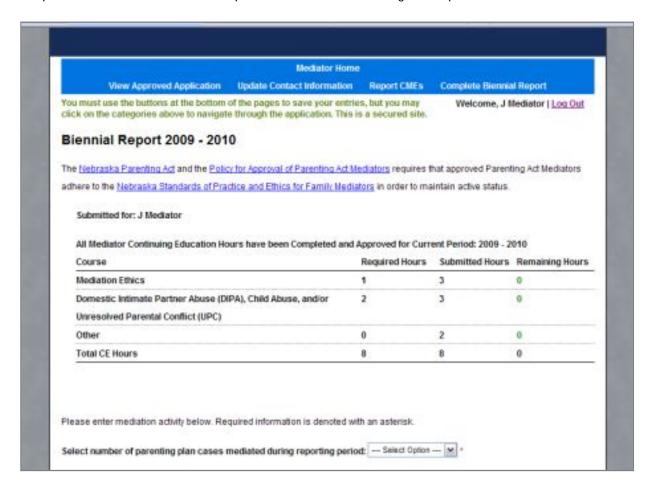
If you submitted a course whose name did not appear in the drop-down menu, a message entitled 'New



Course Submission' will appear on your screen upon submittal. You will then mail, scan, or fax a copy of the program agenda or training brochure to the address listed in the message. ODR may request additional information for final confirmation of approval or denial.

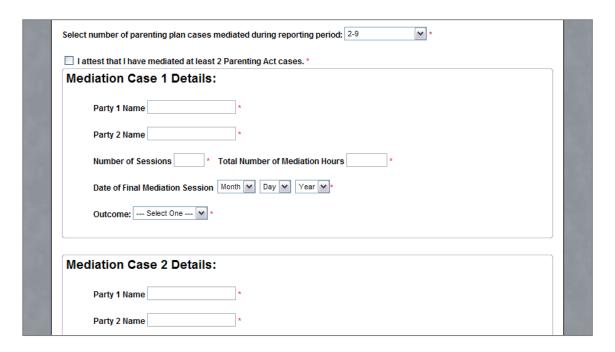
Completing Biennial Report

Approved Parenting Act mediators shall submit a biennial report to ODR as early as three (3) months before the end of the biennial period, indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. As such, the online mediator profile management system will not permit submittal of a biennial report without first submitting the required CME hours.



Once required CME hours have been submitted and approved, click on [Complete Biennial Report] in the light blue menu bar at the top of the page. At the top, you will see a short table which briefly lists how your CME hours were fulfilled. Below that, use the drop down box to select the number of Parenting Act cases you have mediated during the current biennial period.

Completing Biennial Report: Mediation Activity



Once you have selected a number range from the drop down box, 2 boxes will appear entitled "Mediation Case 1 Details' and 'Mediation Case 2 Details.' Use these boxes to provide the requested information in the fields provided. All information will be kept confidential and reviewed only by the staff at ODR. Once you have provided all the requested information for both cases, click the check box above to attest that you have mediated the two (2) Parenting Act cases which you are listing.

The final step is to read the Standards and Ethics Attestation statement and to click the check box in order to confirm that you understand and comply.

Review all information you have just entered in your biennial report. If everything is accurate, click [Submit] at the bottom of the page and your completed Biennial Report will be sent immediately to the staff at ODR for review. Clicking [Cancel] will wipe away all information which you previously entered on the page.

